



Mayor Beverly H. Burks

Councilmembers:

Jamie Carroll Laura Hopkins
Awet Eyasu Yterenickia Bell
Debra Johnson Susan Hood
Shawanna Qawiy, City Manager

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CITY COUNCIL MEETING AGENDA

Tuesday, November 1, 2022 - 7:00PM
ZOOM

1. CALL TO ORDER

2. ROLL CALL

3. ADMINISTRATIVE BUSINESS/ PRESENTATION

Approval of the 10/04/2022 City Council Meeting Minutes and 10/25/2022 City Council Work Session Minutes.

4. REPORTS

- A. Planning/Economic and Development Report
- B. City Manager's Report
- C. City Attorney's Report
- D. Council Remarks
- E. Mayor's Report

5. PUBLIC COMMENTS

Any member of the public may address the Council during the time allotted for public comment. Each attendee will be allowed 3 minutes for comments at the discretion of the Presiding Officer. The public comment period will be limited to 40 minutes, and it is not a time for dialogue. If your public comment contains a series of questions, please submit those to the City Clerk in writing. This will facilitate follow-up by the council or staff. The City Council desires to allow an opportunity for public comment; however, the business of the city must proceed in an orderly, timely manner.

6. OLD BUSINESS

7. CONSENT AGENDA

- A. Approval to allocate \$30,000 ARPA funds to the Clarkston Community Center proposal request for (the) Expansion of Adult & Senior Services; ESL & Civics, Digital Literacy program.

8. NEW BUSINESS

9. ADJOURNMENT



PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Meeting at 7:00 p.m. on Tuesday, November 1, 2022. The public may participate in the meeting by using the following information below:

<https://us02web.zoom.us/j/84025350399?pwd=bG4rSkpUTitmQ1BoL2QxeXhYY2F6QT09>

Dial by your location

+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 646 931 3860 US
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+1 346 248 7799 US (Houston)
+1 360 209 5623 US
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Meeting ID: 840 2535 0399

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MINUTES OF A REGULAR MEETING
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA HELD
BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, OCTOBER 4, 2022

On the 4th day of October 2022, at 7:00 p.m., the City Council of Clarkston, Georgia met in regular session by teleconference, Zoom Audio/Video in said City. Mayor Beverly Burks called the meeting to order. The following members of the Council Members were present: Vice Mayor Awet Eyasu; Councilmembers Jamie Carroll; Debra Johnson; Laura Hopkins; Yterenickia Bell, and Susan Hood. Absent: None. The following City staff were present: Shawanna Qawiy (City Manager); Dan Defnall (Finance Director); Tomika R. Mitchell (City Clerk); and Stephen Quinn (City Attorney).

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ROLL CALL

All members of Council were present.

3. ADMINISTRATIVE BUSINESS/ PRESENTATION

Approved the 09/06/2022 City Council Meeting minutes and 09/27/2022 City Council Work Session minutes.

Councilmember Hood made a motion to approve the 09/06/2022 City Council Meeting Minutes and 09/27/2022 City Council Work Session Minutes. Councilmember Carroll duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

4. REPORTS

A. Planning/Economic and Development Report and the City Manager's Report

- The Economic Development Coordinator attended a Grant Writing class today and will attend the Place Making Conference next week.
- Working on RFP for a right-of-way mowing and landscaping maintenance services and a RFP for the Greenway LCI Grant from the Atlanta Regional Commission.
- Faith in Blue will be on October 7, 2022, at Milam Park with the movie Sing2 showing.
- October is Domestic Violence and Breast Cancer Awareness Month, and City Hall will be lite with colors to support the initiatives.

B. City Manager's Report

- This report was given during the Planning/Economic and Development Report.

C. City Attorney's Report

- Stephen Quinn presented a brief report from the Legislative Session, General Assembly: HB 1405-Zoning Procedures Law; HB 1461 – Amendment to Annexation Procedures; SB 345-Covid Vaccination Preemption; and Constitutional Carry Law-No license required to carry a firearm in Georgia.

D. Council Remarks

- The Council members briefly gave an overview of meetings and events they attended, and projects they are currently working on.

E. Mayor's Report

- Mayor Burks gave a brief overview of meetings and events she attended and other news of the City.

5. PUBLIC COMMENTS

Brian Medford presented comments pertaining to the previously held Transportation and Environment Committee Meeting.

6. OLD BUSINESS

- A. Approval of a resolution to authorize the establishment of a Small Business Matching Grant Program.

Councilmember Bell stated the purpose of the program was to improve the city's economic development incentives to maintain, recruit and retain businesses, improving our local tax basis.

The Council briefly discussed this item.

Councilmember Bell made a motion to approve the establishment of a Small Business Matching Grant Program. Councilmember Hood duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (5-0-1). Vice Mayor Eyasu abstained.

7. CONSENT AGENDA

- A. Approval of a resolution to authorize a maintenance agreement with Jani-King of Atlanta to clean, sanitize and deodorize all city facilities (City Hall, City Hall Annex, Public Works Bldg.).
- B. Approval of a proclamation for Energy Efficiency Day on October 5.
- C. Approval of a proclamation for National Hispanic Heritage Month; September 15 – October 15.
- D. Approval of a proclamation for Congo Week; October 16-22.
- E. Approval of reopening the Rental Assistance Program allocating \$150,000 for three months.

Councilmember Carroll made a motion to approve the Consent Agenda. Vice Mayor Eyasu duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

8. NEW BUSINESS

- A. Approval of allocating additional funds to the calisthenic equipment, park maintenance/upgrade projects for the installation of a poured stone base and rubber surface with site security for \$17,275 plus up to \$6000 for a proposed shade structure or canopy.

City Manager, Shawanna Qawiy stated this item was from staff based on the prior approval of the calisthenic equipment for Milam Park. The allocation was not to exceed \$25,000 to purchase equipment for hard upgrades. Ms. Qawiy also presented information about the ground covering options and long-term play.

Vice Mayor Eyasu made a motion to approve the calisthenic equipment, park maintenance/upgrade projects for the installation of a poured stone base and rubber surface with site security for \$17,275 and no canopy.

The Council briefly discussed this item.

Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (5-1). Councilmember Hopkins voted “no”.

- B. **PUBLIC HEARING** - Approval of consideration for a variance request from Doug Stevenson/Rajen Sheth of Boardwalk Development Group for the properties located at 795, 801 and 803 Glendale Road to eliminate (the) parking requirements and reduce the landscape buffer from 50’ to 10’ to construct a storage facility.

City Manager, Shawanna Qawiy stated this request was from last week’s meeting and the applicant has updated the request stating they submitted a letter of notice on September 28, 2022 to withdraw the variance request to reduce the landscape buffer from 50’ to 10’, per the September 27, 2022 City Council Work Session. Boardwalk has developed a Plan B that fully complies with the 50’ landscape buffer. Boardwalk has also modified the variance request to reduce the parking to 12 parking spaces.

A variance request from the terms of the ordinance must not be contrary to the public and must be evaluated based on the 6 criteria points. A variance may be granted in an individual case of unnecessary hardship upon a finding by the city council that all of the following conditions exist:

1. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography.
2. Such conditions are peculiar to the particular piece of property involved.
3. Such conditions are not the result of the actions of the applicant.
4. A literal interpretation of the provisions of this ordinance would create an unnecessary hardship.
5. The variance requested will not cause substantial detriment to the public good nor impair the purposes or intent of the zoning ordinance.
6. The variance is not a request to permit a structure or use of land not authorized in the applicable district.

Raj Sheth with Boardwalk Development Group presented a brief presentation of a variance request for the properties located at 795, 801 and 803 Glendale Road with a few additional requests.

Jeff Haymore with the law firm representing the developer, Boardwalk presented brief information about the development.

The Council briefly discussed this item.

The Public Hearing is opened.

Brian Medford presented comments against this variance request.

EJ King presented comments against this variance request.

Joe Garjulow, owner of the property presented comments about the variance request.

Priti presented comments against this variance request.

The Public Hearing is closed.

Councilmember Hopkins made a motion to deny the request for the variance on parking for the parking on Glendale Road. Councilmember Johnson duly seconded the motion.

The Council briefly discussed this item.

Mayor Burks called for the vote and declared the motion approved for the denial of the variance request. (5-1-1). Councilmember Carroll voted “no” and Vice Mayor Eyasu abstained.

9. ADJOURNMENT

Councilmember Hopkins made a motion to adjourn. Vice Mayor Eyasu duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (6-0).

The meeting adjourned at 8:39 p.m.

ATTEST:

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor

MINUTES OF A WORK SESSION
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, OCTOBER 25, 2022

On the 25th day of October 2022, at 7:00 p.m., the City Council of Clarkston, Georgia met in a Work Session by teleconference, Zoom Audio/Video in said City. Mayor Beverly Burks called the meeting to order. The following members of the City Council were present: Vice Mayor Awet Eyasu; Councilmembers Jamie Carroll; Laura Hopkins; Debra Johnson; Yterenickia Bell, and Susan Hood. Absent: None. The following City staff were present: Shawanna Qawiy (City Manager); Dan Defnall (Finance Director); Tomika R. Mitchell (City Clerk); and Stephen Quinn (City Attorney).

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER

2. ROLL CALL

All members of the City Council were present.

3. WORK SESSION – RESIDENT COMMENT POLICY

Mayor Burks read the Resident Comment Policy.

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. To present the 2020 City of Clarkston Comprehensive Audit.

City Manager, Shawanna Qawiy stated this item was to present and discuss the 2020 City of Clarkston Comprehensive Audit.

Finance Director, Dan Defnall introduced the auditor from Maudlin & Jenkins.

Josh Carroll with Maudlin & Jenkins presented the results from the 2020 City of Clarkston Comprehensive Audit.

The Council briefly discussed this item.

Mr. Defnall answered questions regarding the city's revenue and the fund balance.

The Mayor stated this item was for presentation only.

- B. To discuss amending Article V Multifamily Rental Dwellings Section 11- 97. Fee and certificate required paragraph (c) to include increasing the annual inspection reports from 20% to 50% annually.

City Manager, Shawanna Qawiy stated this item was in reference to the multi-family incompliance initiative, which was discussed in detail at a SAC meeting. This was a recommendation to move forward from the committee.

Councilmember Hood stated it was discussed to amend the annual code compliance certificate shall cover at least twenty (20) percent to fifty (50) percent of the units within each dwelling, provided all units shall be inspected by qualified inspectors, at a minimum, *annually*; and hear from apartment owners to get their input on the amendment.

Ms. Qawiy stated there have been a few meetings with apartment owners and plan to commence by the end of the year.

Councilmember Hood briefly explained additional information and inquired with Council about deferring this item for one month to get additional input from apartment owners and to figure out how to address new construction, remodeling, and qualifications for inspectors.

Ms. Qawiy presented a brief overview of the process of inspections for new construction.

The Council briefly discussed this item.

Brian Medford presented comments on this item.

This item will be deferred for one month to the next Council Work Session, after being discussed at the Housing and Infrastructure Committee meeting.

5. OLD BUSINESS

There was no Old Business to discuss.

6. NEW BUSINESS

- A. To discuss allocating \$30,000 ARPA funds to the Clarkston Community Center proposal request for (the) Expansion of Adult & Senior Services; ESL & Civics, Digital Literacy program.

City Manager, Shawanna Qawiy stated the Clarkston Community Center is seeking to expand the adult and senior services, English as second language and civics and digital literacy programs at the Clarkston Community Center. The center is seeking funding assistance from the ARPA allocation in the amount of \$30,000 to complete this initiative.

Luay Sami and Amber McCorkle with the Clarkston Community Center gave a brief overview of the proposal and their budget.

The Council briefly discussed this item.

Brian Medford presented comments on this item.

This item will be placed on the Consent Agenda at the next City Council Meeting.

- B. To discuss a resolution to eliminate the single use of plastic products in the City of Clarkston by June 30, 2023.

Vice Mayor Eyasu presented a brief overview of this item stating it came about in January 2020 but was put on hold due to the pandemic. He stated the Transportation & Environment Committee meet and decided to refer this item to the City Council for the entire City and not just City property.

Savannah Seydel, Vice President of Sustainability Better Earth presented comments on this item.

Jennette Gayer, Better Earth stated presented comments on this item.

The Council briefly discussed this item.

Vice Mayor Eyasu stated the resolution should address single-use plastic bags.

Attorney Stephen Quinn recommended creating an ordinance for this item with details of exactly what the Council wants to do.

Deepak Patel, owner of Fresh Food Town presented comments on this item.

Jimmy Wegayen presented comments on this item.

The Council also discussed using ARPA funds to fund this initiative.

This item will be placed on the next City Council Work Session agenda, after being discussed at the Transportation & Environment Committee meeting.

7. ADJOURNMENT

Councilmember Hopkins made a motion to adjourn the meeting. Councilmember Hood duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (6-0).

The meeting adjourned at 9:14 p.m.

ATTEST:

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor

CITY OF CLARKSTON

ITEM NO: 7A

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
City Council

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Vote

MEETING DATE November 1, 2022

SUBJECT: To approve a proposal from the Clarkston Community Center for the Expansion of Adult & Senior Services: ESL & Civics, Digital Literacy.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☐ YES ☐ NO
Pages:

INFORMATION CONTACT: Luay Sami,
Executive Director Clarkston Community
Center

PURPOSE: To approve a proposal from the Clarkston Community Center for the Expansion of Adult & Senior Services: ESL & Civics, Digital Literacy.

NEED/ IMPACT:

The Clarkston Community Center is seeking to expand the adult and senior services, English as second language and civics and digital literacy programs at the Clarkston Community Center (CCC). The CCC is seeking funding assistance from the ARPA allocation in the amount of \$30,000 to complete this initiative.

RECOMMENDATION: N/A



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Proposal for Expansion of Adult & Senior Services: ESL & Civics, Digital Literacy

Introduction

The Clarkston Community Center Foundation, Inc. is a nonprofit, 501 (c)(3), multicultural community center, founded in 1994, located in Clarkston, GA of DeKalb County. Our mission is to serve as a meeting place for traditional U.S. citizens, new arrivals, and foreign-born residents of the Metro-Atlanta area by providing unique experiences, educational resources, and valuable tools that foster community while celebrating cultural diversity.

In the early 1990s, the city of Clarkston was designated as a resettlement city for refugees entering the Metro-Atlanta area. As the city's population increased and demographics changed, the needs of the community grew diverse and many. In response, several community members joined together to re-open the former and original Clarkston High School to transform the facility for use in the provision of programs and services that would meet the educational, cultural, and recreational needs of the growing community. Hence, the Clarkston Community Center Foundation, Inc. was established in 1994 and currently serves approximately 60,000 residents of the Metro-Atlanta area.

Adult & Senior ESL & Civics Program

Communication skills & digital literacy continue to be valuable skills and an asset to compete not only in the Metro-Atlanta workforce but in the United States. For many adults looking to re-enter the workforce during the pandemic, effective communication skills and using virtual meeting platforms are a must. Vast economic growth seen within the Clarkston - DeKalb area (i.e., Amazon Distribution Center, Expansion of Children's Healthcare of Atlanta at Druid Hills, and development of a new film studio in Doraville) warrants increased soft skills & work-readiness programming that complements existing DeKalb County government workforce development programs and initiatives.

Throughout 2022, the Clarkston community is expected to receive approximately 1,000 newly resettled refugees. Many will require additional training, education, and assistance to meet the qualifications of local employers, and the Clarkston Community Center will play an intricate part in the road to successful resettlement. Currently, the Community Center offers English as a Second Language classes to meet the varying English proficiency needs of DeKalb residents. ESL Classes are offered in the following levels based on pre-assessments: 1) Beginner ESL, 2) Intermediate/Advanced ESL. In addition to ESL, students are taught ESL lessons that are combined with American Government/Civics lessons to assist those in preparing for naturalization.

Despite the pandemic, approximately 46 English Language Learners (seniors and adults) participated in ESL classes for FY 2021. These students completed a mixture of in-person and virtual classes. With the new demands and requirements of employers, more adults are seeking ESL services to remain competitive and employable. Although close to 70 adults & seniors registered for virtual ESL classes in Spring 2022, we were limited to only accepting 20 per ESL



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class for ESL, 10 for ESL & Civic due to staff capacity constraints and access to technology for many of our students. Additional funding would not only grant the Community Center the ability to expand staff capacity, but it would also assist in securing more technology that adults can use to log into their classes, as well as secure more books for students and teaching materials for instructors.

Adult & Senior Digital Literacy Program

The Clarkston Community Center's Digital Literacy/Technology program was created to teach transferrable computer & technology skills that can be utilized in many industries for today's working adults. The program caters to adults from various backgrounds: newly resettled refugees, English Language Learners, traditional U.S. citizens, independent living seniors, foreign-born long-term residents, etc. Participants learn basic computer & typing skills, career development skills (i.e. use of Microsoft Office Suite & Google Drive), Personal Account Management (i.e. bill payment, online banking, etc.), and parenting use (i.e. utilizing DeKalb County School District's Infinite Campus).

The pandemic has created a surge in the number of people interested in furthering their computer/technology skillset. Although we successfully enrolled 12 students in FY 2020 Computer/Technology class we had to pause the class due to the pandemic. However, with a growing demand to return the class to in-person, we would like to expand to serve 20 adults for Fall 2022 – Fall 2023. To do so, funding is necessary. Additional funds will increase our staff capacity and purchase additional computers, headsets, and mics.

Program Sustainability & Measurable Outcomes

If funded, the Clarkston Community Center will be able to continue to fund this project past our grant period. We plan to use income generated from event rentals (hosted at our facility), funding that is expected to be received from foundation grants, as well as leveraging our commitments from local partners (e.g., Goodwill of North Georgia, DeKalb Public Library Systems) to fund and support both programs.

To measure the outcome for our Adult & Senior ESL/Civics classes, all students will be pre-assessed. Upon registration and the first day of attendance, each new student will meet with our lead instructors so that the instructors can get an idea of the student's verbal & written English levels. Students are given a written and oral diagnostic test. If the student cannot read or write in English, or even their native language, the instructor will place the student in a Beginner ESL class. If the student can read and speak some English, then the student will be placed in an Intermediate ESL class. As a student advances through the program, they are tested to make sure they have the needed skills which include verbal, reading, and writing. At the end of each year, the student will take a written and oral post-assessment to determine their new verbal, reading, and writing English proficiency level.

Secondly, one of the objectives of the program is that 100% of the 50 participating students increase their verbal, written, and/or reading English proficiency levels. We anticipate that each student will increase their English proficiency by at least one level. Students who attend at a rate of 90% over 6 months will be assessed at the end of their sixth month to ensure sufficient progress. Our program uses the "Side by Side" placement test scale of 0-15 (ESL pre-



literacy 1), 16-30 (ESL pre-literacy 2), 31-45 (Beginning ESL), 46-60 (Beginning ESL 2), 61-75 (Intermediate ESL), and 76 and above (Advanced ESL). If a student participates for the entire

school year (10 months) at an attendance rate of 90%, it is expected that the student will increase their English proficiency by 2 levels. Students scoring at the Pre-Literacy level are not expected to move up by 2 levels but are expected to move up by 1 level.

Lastly, adults & seniors participating in our digital literacy program will be given a pre-assessment to determine their computer and technology literacy levels. Students will be given quarterly assessments to determine the progress of digital skills level, progression in typing skills (Words Per Minute), coupled with additional computer skills and workforce-ready assessments that will be given by our partners at Goodwill. Upon completion of the program, work-ready adults will be paired with case managers who will assist with vocational guidance and referrals to employers.

Proposed Budget & Request

Part-Time ESL/Civics Instructors (4) at \$1300 each	\$5,200.00
Part-Time Technology Instructor (1)	\$4,200.00
IT Support (Contract)	\$1,885.00
Computers (10) at \$500.00	\$5,000.00
Headphones w/ Mics (10) at \$22.00	\$220.00
Facility Use/Space	\$3,600.00
Administrative Support	\$1,500.00
ESL Library Online Subscription (2) at \$300 each	\$600.00
ESL Workbooks (50) & Civics Workbooks (50) at \$25 each	\$2,500.00
2 Zoom Accounts for Virtual Classes at \$180.00	\$360.00
Classroom Dry Erase Board (1)	\$500.00
Marketing/Advertisement	\$1,500.00
Printing/Publication	\$1,200.00
Computer Mice (10) at \$8.50	\$85.00
Classroom snacks & beverages	\$1,650.00
TOTAL	\$30,000.00